Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: Diversity, Equity & Inclusion Manager** | | | **Director/Service/Sector:** Workforce and Culture | | **Office Use** |
| **Band: 10** | | | **Workplace: County Hall, Morpeth** | | JE ref: **4336** |
| **Responsible to: Senior HR OD Manager** | | | **Date: June 2023** | **Job Family:** |
| **Job Purpose:**  Provides highly specialist DEI advice regarding all aspects of Equality including ensuring that the council remains compliant with current DEI legislation under the Public Sector Duties of the Equality Act 2010. Advises on complex DEI issues as generalist support to the wider council to enable and support the implementation of the Councils Equality, Diversity, and Inclusion Strategy, ensuring effective delivery of the councils agreed Equality Objectives. Work with Public Health and Communities to ensure the council meets the requirements of Inequalities agenda. | | | | | |
| **Resources** | Staff | Responsible for the supervision and management of Equality Policy Officer, working in conjunction with HR/OD team to support network groups/chairs providing guidance and expert advice. Providing advice and guidance for service leads across all council services in line with Public Sector Duties of the Equality Act 2010 and complex DEI issues. | | | |
| Finance | | Responsible for managing delegated DEI budget (approximately £10k and advising on DEI expenditure in relation to campaigns and DEI consumables) . Involvement in strategic corporate spending in to meet the councils requirements of the Public Sector Duties (Equality Act 2010). Negotiating and agreeing sponsorship arrangements for external partner initiatives e.g., Pride, Mela and managing resources to engage external training and development. Responsible for ensuring effective Equality Impact Assessments are applied within the organisation and to overall council budget setting proposals, as well as identifying and raising any significant risk areas. | | | |
| Physical | | Maintain and operate key ED&I interventions and the management of very varied and complex and sensitive data in relation to our staff and resident population to inform NCC requirements under Public Sector Duties of Equality Act 2010. | | | |
| Clients | | Ensure compliance with relevant DEI legislation, developing and ensuring that council policies and procedures reflect legislation and best practice. Providing expert guidance to Executive team, Services and DEI portfolio holders or council members, Executive Directors, Managers and Employees of the County Council, external partners | | | |
| **Duties and key result areas:**   * Overall management and direction of the Diversity, Equity and Inclusion function in the efficient planning, organisation and direction of its activities as well as providing line management support to the team and monitoring team performance * Lead in the development of the DEI function for all aspects of the organisation to ensure the authority meets the social, economic and legal requirements set out in the Public Sector Equality Duty that will impact all parts of the organisation. * To take a role on the development, implementation, monitoring and reviewing of HR policies, to ensure in line with the Public Sector Equality Duties under the Equality Act 2010 * Project management of relevant multi discipline work, change initiatives, development and delivery of DEI initiatives to support the delivery of the Council’s aims and objectives * To work closely with senior management to develop and embed a culture of evidence-based inclusion across all sections of the organisation * To identify and work with other departments and policy leads in the Council with a role in reducing inequalities to achieve a coherent plan to support the organisation to meet its statutory duties and corporate priorities to reduce inequalities. * To ensure the council meets its Public Sector Equality Duties under the Equality Act 2010, publishing all relevant reports and supporting the council to meet Accessible Information Standards * To develop a programme of DEI Learning for council members and senior officers to increase awareness of key equality issues affecting the council including external experts and staff lived experience sessions * To support NFRS (Northumberland Fire & Rescue Service) in the attainment of key Equality Objectives and support the service to meet national inspection requirements * To support the development and implementation of an effective community engagement/consultation programme to ensure delivery of DEI Objectives that reflect community needs * To provide specialist advice and support to budget leads on Equality Impact Assessment and local corporate inequality priorities during the annual budget setting process * To act as specialist advisor to executive and senior officers on DEI issues * To represent NCC on relevant regional and national bodies e.g., NEREO ED&I Leads meeting * To work with staff engagement staff within HR to ensure equality programmes reflect and respond to staff feedback * To actively promote the activity and role of the Council at local, regional and national levels including supporting submissions for national ED&I Award schemes * To contribute to other national and regional working groups, projects and networks, as necessary. * To actively promote a culture of continuous improvement both within the Council and its key partnerships in relation to DEI * To provide high level advice and support on more complex queries (verbally and in writing) relevant to community and equality matters as and when required. E.g., responding to complaints or FOIs. * To prepare and present reports, presentations, briefings and provision of relevant training to staff, senior officers and members including updates on progress against council DEI Objectives. * To liaise with local and regional organisations to ensure effective support for DEI community-based initiatives e.g., Northumberland Pride, MELA * To ensure effective internal and external stakeholder engagement in relation to DEI priority areas * To collaborate with Northumberland Communities Together to ensure DEI initiatives reach the most vulnerable communities in the county and our external partners * To collaborate with the HR/OD team to increase involvement of staff voices in council DEI commitments * To engage with and advocate on behalf of staff network groups both within the council and externally * Prepare and present reports to the appropriate committees and working groups representing the service as required * Manage DEI budget to ensure expenditure is cost effective and promotes the agenda of NCC. * To have access to very varied and complex sensitive equality information about staff and residents and ensure compliance with the Councils GDPR policy. * Establish and maintain positive partnerships with key organisations to ensure co-operation and a commitment to reducing inequalities and improving equality across Northumberland. * Provide advice and expert guidance to the Council on facilitating the development of mechanisms to engage with residents, service users and carers protected by the Equality Duty and experiencing inequalities. * The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service. * Variation may also occur to the duties and responsibilities without changing the general character of the post   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.  May include weekends and evenings. Office based but some travel required. Open to job share  Indoors. Occasional exposure to working outdoors. | | | |

Northumberland County Council

**PERSON SPECIFICATION**

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| **Post Title:** Diversity, Equity & Inclusion Lead | **Director/Service/Sector: TBC** | Ref: 4104 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| Degree or equivalent work-based experience in a relevant field of study  Enhanced knowledge and understanding of national, regional and local policy drivers for Equality & Diversity as well as the ability to interpret these in the context of the county.  Professional qualification e.g., Diploma in Data analysis, project management, ED&I, Public Health, chartership of CIPD or equivalent.  Evidence of continued professional development (CPD) in a related field  Knowledge of community engagement and service user involvement strategies |  | |  |
| **Experience** | | | |
| You will have significant experience of negotiating and influencing decision making processes in relation to county wide strategy/policy  Experience of producing and presenting comprehensive reports at exec and member forums  Experience of strategy development and implementation  Demonstrable senior level experience of managing a team  Demonstrable experience of dealing with complex casework and escalated issues  Evidence of the successful development and implementation of high level policies and procedures | Experience of negotiating DEI programmes with a broad range of stakeholders on behalf of the statutory sector  Previous experience of delivering community-based DEI programmes  Experience of working in a management role in local authority | |  |
| **Skills and competencies** | | | |
| You will be an excellent communicator, with well-developed written, verbal and social media skills, and the ability to produce content for a range of channels and audiences.  A flexible and proactive approach along with the ability to exercise tact and discretion to deal with issues sensitively is key, along with the ability to build excellent working relationships with colleagues and stakeholders.  You will be capable of exercising sound judgmental, research and analytical skills, to identify relevant data and assess and interpret legislative guidance in relation to equalities matters.  You will have excellent negotiation skills to balance competing demands by service users and professionals and influence change where necessary.  You will have the creative skills to develop fresh solutions to issues as they arise.  Good negotiation and communication skills and able to persuade others to adopt an alternative point of view.  Leadership, delegation and team building skills  Project and Change management skills  Problem solving, financial control and organisation skills  Excellent communication and presentation skills  Ability to manage and motivate employees |  | |  |
| **Physical, mental, emotional and environmental demands** | | | |
| Independence is expected within the role working with Council policies requiring a willingness to take action and to make decisions independently as subject expert acting within the framework of council governance arrangements with little access to others.  There will be a requirement to demonstrate resourcefulness and resilience in the face of  challenges and to be able to negotiate effectively to deliver DEI outcomes of the council’s stated objectives  High levels of work related pressure due to tight deadlines and conflicting demands  There will be a requirement to offer mental and emotional support to colleagues who might be experiencing difficulties based on protected characteristics as well as an ability to challenge prejudice when encountered. E.g., during training, campaigns |  | |  |
| **Motivation** | | | |
| You will be committed to modelling inclusive practice acting with sensitivity to the needs and feelings of others.  You will be able to address differences of opinion in a constructive way ensuring the commitment to equality and inclusivity is maintained  Proven ability to lead a team that consistently delivers  Ability to communicate effectively both in writing and orally  Working with others  Demonstrable interpersonal skills  Self-reliant, able to exercise discretion and possessing the ability to manage time effectively.  Models and encourages high standards of honesty, integrity, openness and respect for others.  Actively helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued.  Proactive and achievement orientated.  Works with minimal direct supervision.  Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. |  | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g., case studies/visits